



CAREER OPPORTUNITY: Planner Development Services



STARTING RATE: \$47,703.90 to \$57,244.68 per year, based on qualifications

Overview:

The City of Wylie (pop. 45,000) is a rapidly growing city located in the northeast quadrant of the DFW metroplex. Under the supervision of the Director of Development Services, the Planner is responsible for researching special issues and assisting in the review of zoning, platting and related requests. Additional responsibilities for this position include preparation and update of the Comprehensive Plan and providing staff assistance to the Director of Development Services. This position is responsible for working with elected and appointed governing bodies and officials, City department personnel, public agencies, developers and the public to secure current and future development in meeting quality standards established by the City. The primary role of this position is to deliver a high level of service in personal interaction with customers, both internal and external, while planning for the present and future of the City of Wylie.

Minimum Education, Experience and Certification

Candidates must possess a Bachelor's Degree in Urban Planning or related field; 4+ years of Planning Experience; NIMS IS 700a and 100a; Valid Driver's License required.

Preferred Qualifications

Leadership ability; quick to learn; ability to accept direction from the Director of Development Services. Must have the ability to accommodate and meet multiple overlapping deadlines, and the ability to read and critique various documents such as maps, subdivision plats, site plans, and landscape plans. Possess knowledge of the principles and practices of ecology, urban planning, technical development regulations and urban design. Operative knowledge of computers and related software applications. Ability to drive to various City locations. Ability to effectively interact with all levels of co-workers, management staff, citizens and the public. Ability to work extended hours as needed. Ability to maintain an acceptable attendance history. Ability to pass a pre-employment drug screening test, physical and criminal background check.

Hours of Work

Core work hours are Monday through Friday from 8:00 am to 5:00 pm, plus City Council meetings and applicable Board meetings as needed.

To apply: Visit our website at www.wylietexas.gov to print an application. Mail or hand-deliver your application, resume and a cover letter to: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. You may email your application to: jobs@wylietexas.gov If you have questions or would like additional information, please call 972-516-6040.

This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required.